

 <p><b>Children's Services Agency</b></p> <p><b>Communication Issuance</b></p> <p><b>15-181</b></p>	Subject/Title	Foster Care Review Board Case Material
	Type	<input type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
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	Contact Name	Jeremy Smith, Office of Family Advocate
	Email	smithj74@michigan.gov
Phone	517-373-2101	
	Distribution	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:

This communication is a follow up to CI 14-089, Foster Care Review Board Case Material and SRM 131, Confidentiality, Record Release to the Foster Care Review Board. The Foster Care Review Board (FCRB) is a system of third-party reviewers established to help ensure safe and timely permanency for children in foster care.

#### INFORMATION TO BE RELEASED

The supervising agency must adhere to the following guidelines for the release of specific documents to the FCRB.

**Case Service Plans:** Provide the initial case service plan and the most recent case service plan, with proper redaction of social security numbers, educational information, law enforcement information, alcohol & substance abuse treatment/diagnosis, medical or mental health information offered by a medical professional, and HIV status information.

**Petitions & Court Orders:** Provide the original petition, all amended and/or supplemental petitions, the two most recent court orders, and a copy of the termination order (if applicable).

**Youth Placement Record:** Provide a screen print of the child's MiSACWIS Placement Record.

#### WHEN CONSENT IS REQUIRED

Policy requires staff to use the DHS-1555-CS, Authorization to Release Confidential Information to obtain consent and release confidential information to others, included the FCRB. When proper authorization has been secured and is contained in the case record, the supervising agency may release HIV status, educational, substance abuse, law enforcement, and medical and mental health records to the FCRB, upon request.

**Temporary Court Wards:** The child's legal parent must sign the DHS-1555, Authorization to Release Confidential information.

**MCI Wards:** The MCI Superintendent's or the Superintendent's designee must sign the DHS-1555, Authorization to Release Confidential information.

**PARENT ENGAGEMENT**

At the time a child's case is requested for review by the FCRB, the caseworker must engage the parent and explain the purpose. Caseworkers should inquire if the parent would like case file information considered for the review. If the parent agrees, the parent must sign the DHS 1555, prior to the distribution of full case materials to the FCRB.

***Suggested Explanation of Purpose***

*The FCRB is authorized through Michigan Compiled Laws 722.132-137 to review cases of children in foster care for the purpose of evaluating the quality of care and support children are receiving in regards to a child's safety, stability and wellbeing, as well as the quality and appropriateness of services and supports parents are receiving in their efforts to have their children returned to their care. The FCRB then provides advisory recommendations to the court, the Department of Health and Human Services and/or their private agencies related to the Board's review of the case. Parents are able to request the FCRB to review their case when they believe that they or their children are not receiving necessary services and support. By signing the DHS 1555 you are allowing the FCRB to review necessary documents for these purposes.*